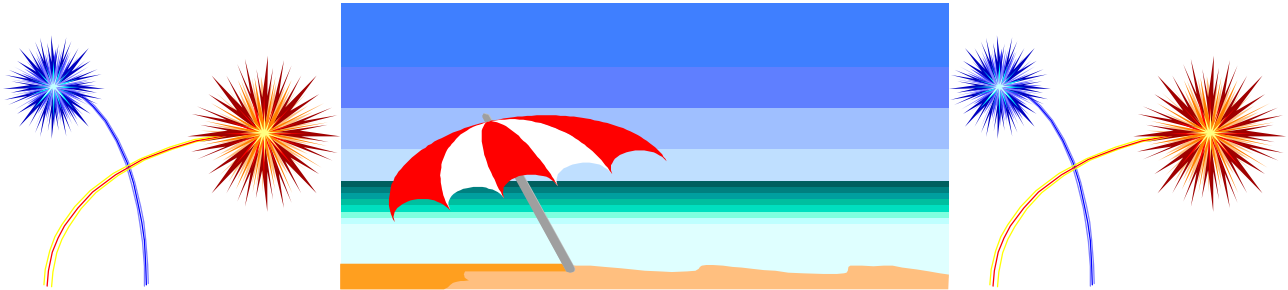


NJCFS/MACS-E NEWSLETTER

INFORMATION FOR THE USERS OF THE NJCFS/MACS-E SYSTEM

July 1997

Issue #20



DECENTRALIZATION OF APPROVALS

OMB has implemented plans to decentralize approvals on most NJCFS transactions. With the exception of the budgetary transactions (TA, AP, RB) and the Revenue Modification (RM) all NJCFS transactions will receive all levels of approval at the agency. The agencies will be held fully accountable for authorizing those transactions delegated to them.

The Treasury Fiscal Office was selected as the pilot group for the decentralization. Select Treasury fiscal managers were granted final approval on all expenditure and travel transactions beginning in early July. Following a review of the results of this pilot, other agencies will be phased in and permitted the same final level of approval on transactions.

In anticipation of the decentralization of travel approvals, Circular Letter 94-12-OMB is under revision and will be superseded by a circular letter containing the new travel regulations.

As agencies accept the responsibility of approving travel transactions, they also will be responsible for reporting all Washington travel to the Governor's Office. The Office of Management and Budget will continue to maintain the Event Table (EVNT).

SECURITY

As decentralization occurs (see preceding article), agencies will assume sole responsibility for NJCFS transactions. To ensure the integrity of transaction approvals, a segregation of duties should exist by designating at least two individuals with different approval levels.

OMB has significantly reduced agency exemptions to Circular Letter 95-11 to ensure proper internal controls over on-line approvals. In cases where exemptions still exist, agencies are required to provide an effective off-line approval process to meet internal control requirements.

In addition to OMB's effort, General Services Administration is requiring agencies to segregate purchase order authority from payment voucher authority within MACS-E. Agencies must designate a different staff member for each function, thereby eliminating situations where one individual has both purchase and payment approval authority.

If agencies have any questions regarding the security profiles, please contact Debbie Beck at 609-292-8721.

NJCFS/MACS-E NEWSLETTER

INFORMATION FOR THE USERS OF THE NJCFS/MACS-E SYSTEM

July 1997

Issue #20

YEAR 2000

The project to prepare NJCFS for Year 2000 processing continues. A conversion strategy that facilitates changing virtually every date field within NJCFS from six characters to eight characters was recently proposed by the Office of Telecommunications and Information systems and accepted by OMB. Also, representatives from all systems that interface with NJCFS were recently provided new NJCFS file layouts to assist them in preparing their systems to accept NJCFS year-2000 data.

OPEN REQUISITIONS AND OBLIGATIONS FOR CLOSED FEDERAL GRANTS

In an effort to begin closing federal grants, the Accounting Bureau's Grant Analysis Unit will be sending reports to agencies within the next few weeks. These reports will identify expired federal grant(s) having open requisitions and obligations. Agencies will be requested to indicate if the requisition or obligation can be canceled or if a grant end-date extension is required.

IXPR UPDATED FOR FEDERAL ACCOUNTS

So that federal payroll charges are not posted to the default accounts, agencies are reminded to update the fiscal year and/or reporting categories on IXPR records for federal accounts. For any payroll posting to the new fiscal year, agencies must submit FM and FAIT documentation to establish the new reporting categories.

NEW NJCFS TABLE: EMEX

Users of NJCFS with MTI scan capability can access the new Error Message Explanation Table (EMEX). Although this table will not be fully populated until July 31, the table is available and updated daily. This table, which was part of the NJCFS ES 2.0 upgrade

implemented in May, contains descriptions of all NJCFS error messages along with corrective actions. EMEX contains one error message per screen. To access EMEX directly from a transaction, place the cursor on the error message at the bottom of the screen, using the arrow keys, and press ENTER. NJCFS will leaf the user to EMEX and display the appropriate error message. To return to the transaction, the user must type E in the ACTION field and press ENTER. Users also can access EMEX from any MTI table by typing N in the ACTION field and EMEX in the TABLEID.

Contact John Burrows at 609-984-5217 if an EMEX entry requires clarification, or if an entry is still absent after July 31.

CONVERSION PROJECT COMPLETED

OMB, Accounting Bureau recently completed a project in which prior budget fiscal year carryforward appropriations, continuing appropriations and revenue accounts of defunct state agencies and organizations were converted to active agencies and organizations. All agencies and organizations impacted by consolidation prior to budget fiscal year 1997 were converted. Consolidations that occurred during budget fiscal year 1997 or from the start of budget fiscal year 1998 will be addressed by another conversion effort.

If you manage prior budget fiscal year accounts that reference a defunct agency or organization, you will be contacted regarding the next round of conversions.

NJCFS/MACS-E NEWSLETTER

INFORMATION FOR THE USERS OF THE NJCFS/MACS-E SYSTEM

July 1997

Issue #20

NJCFS USER GUIDE REVISION

OMB, Accounting Bureau is currently revising the NJCFS User Guide. The revised Guide will reflect the EasyDoc functionality and all the new and revised tables incorporated into NJCFS since implementation. In addition, the Guide will include new Job Aids, which provide step-by-step instructions on creating, editing and processing NJCFS transactions. Agencies will be provided with limited quantities of the revised User Guide for printing and distribution.

with one stop. You will still see the same friendly faces, only the location has changed.

EASYDOC REFERENCE GUIDES

OMB still has some copies of the EasyDoc Reference Guides which were provided to all users who attended EasyDoc training. If anyone needs a copy of this easy-to-use instruction book, please contact Michele Salamon at 609-984-6401.

WELCOME

OMB Accounting Bureau welcomes Walter T. Brooks as the new head of our Cash Management Unit. Walter was formerly an Operations Analyst for ABR Benefits Services, Inc. He also worked for Prudential Insurance Company, where he obtained his years of cash management experience. In addition to his MBA from Rider College, he is a Certified Cash Manager, with extensive knowledge of computer software. His expertise in cash management, budgeting, systems design and development, and financial analysis make him a valuable addition to OMB's staffing complement. Walter replaces Ron Vito who retired in March, after 27 years state service.

WE VE MOVED

The OMB Mailroom has moved to the 9th floor of 33 West State Street. OMB and GSA mailrooms have consolidated into one location to better serve state agencies. Now OMB and GSA mail can be picked up and/or dropped off

NJCFS/MACS-E NEWSLETTER

INFORMATION FOR THE USERS OF THE NJCFS/MACS-E SYSTEM

July 1997

Issue #20

STAFF ASSIGNMENTS

OMB Accounting Bureau has recently undergone some reassignments. Attached is a revised staff listing reflecting those new assignments and the floor on which each unit can be found.